



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-CP (672-20)

17 April 2001

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Six Policy Memo No. 37-32 – Civilian Incentive Awards Program

1. References:

- a. AR 672-20, 1 June 1993, Incentive Awards, with Change 1, 29 January 1999
 - b. AR 600-8-14, 29 July 1999, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel, Attachment 13
 - c. TRADOC Supplement 1, 10 August 1999, to AR 672-20, Incentive Awards
 - d. Fort Knox Collective Bargaining Agreement, 17 December 1997
2. Our civilian employees are valuable members of the Army team. As our military members come and go, the civilian work force provides the continuity and institutional knowledge that maintains the Armor Center's stature as the premier Army installation. As such, leaders must take every opportunity to recognize the special contributions and excellence of their employees in a timely manner and in a public ceremony befitting the honor.
3. The Civilian Incentive Awards Program is designed to provide leaders maximum flexibility in recognizing their employees. Performance based awards (enclosure 1) are an excellent way to recognize an employee and aid in establishing an employee's pattern of excellence. Additionally, leaders can award employees using time-off awards. When used appropriately they can serve as an effective form of recognition. Due to the turbulence we are experiencing with privatization and a fiscally constrained budget, the moratorium on cash awards (Special Act, On-the-Spot, Performance, and Quality Step Increase) is continued. Due to the current restriction, it is paramount that leaders place special emphasis to increase the number and percentage of honorary awards granted to civilian employees.
4. Commanders/directors will develop specific plans/objectives for the use of civilian awards, in accordance with this policy and the CBA. Award plans will be developed with input from a cross section of civilian employees in the organization and will be staffed through the union and

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CPAC where appropriate. Award nominations are not limited to management. Supervisors should encourage their employees to nominate co-workers for awards under the unique provisions of our Collective Bargaining Agreement (CBA). They can do so by submitting FK Form 5017-E, Employee Nomination for Incentive Awards.

5. We must always remember our people are our most precious resource. I charge everyone to make full use of the awards program. We must ensure our civilian employees are appropriately recognized in a proper and befitting ceremony.



B. B. BELL
Major General, USA
Commanding

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1. Civilian Honorary Awards
2. Awards Comparison Chart

DISTRIBUTION:

C

CF:

CDRS, Fort Knox Partners in Excellence
DCG, USAARMC

CIVILIAN HONORARY AWARDS

Decoration for Exceptional Civilian Service. Highest level Army award.

Military Equivalent: Distinguished Service Medal

Approval Authority: Secretary of the Army

Award consists of a medal, lapel pin, and citation certificate

Nominees must have established a pattern of excellence which normally has been recognized by previous honorary awards up to and including the Meritorious Civilian Service Award.

Contributions are of major program significance to the Army. Approved awards are presented at the Pentagon in the annual Secretary of the Army Awards Ceremony.

Meritorious Civilian Service Award. Second highest Army award.

Military Equivalent: Legion of Merit

Approval Authority: TRADOC Commander

Award consists of a medal, lapel pin, and citation certificate

Nominees must have established a pattern of excellence, normally demonstrated by the receipt of lower level awards.

Superior Civilian Service Award. Third highest Army award.

Military Equivalent: Meritorious Service Medal

Approval Authority: Commanding General

Award consists of a medal, lapel pin, and citation certificate

Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

Commander's Award for Civilian Service. Fourth highest Army award.

Military Equivalent: Army Commendation Medal

Approval Authority: Colonel (O6) or civilian equivalent (GS-14+)

Award consists of a medal, lapel pin, and citation certificate

Employees who have established a pattern of excellence, normally recognized through the previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

Achievement Medal for Civilian Service. Fifth highest Army award.

Military Equivalent: Army Achievement Medal

Approval Authority: Lieutenant colonel (O5) or civilian equivalent (GS-13+)

Award consists of a medal, lapel pin, and citation certificate

Nominations normally cover a period of sustained superior service or a level of achievement sufficient to warrant this recognition.

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Certificate of Achievement. Sixth highest Army award.

Military Equivalent: Certificate of Achievement

Approval Authority: Major (O4) or civilian GS-09 and above

Award consists of a certificate (no medal or lapel pin)

Award recognizes commendable performance of duties and noteworthy accomplishments.

Certificate of Appreciation.

Military Equivalent: Certificate of Appreciation

Approval Authority: MAJ (O4) or civilian GS-09 and above

Recognizes accomplishments of employees when a monetary or higher level honorary award is not appropriate.

TIME-OFF AWARD

Military Equivalent: None

Approval Authority: Up to one full work day—first-line supervisor

Up to 40 hours—commander, director, or chief of staff offices

Award consists of a certificate and time off from work without charge to leave. Recognizes achievements or performance contributing to the Army mission.

AWARDS FOR OFF-DUTY ACCOMPLISHMENTS

Certificate of Appreciation for Patriotic Civilian Service

Military Equivalent: None

Approval Authority: Any commander—lieutenant colonel or above—for services provided to Army elements under his or her jurisdiction.

Award consists of a lapel pin and certificate.

This award recognizes patriotic civilian service that contributes to the mission of an Army activity or to the welfare of Army personnel. The award is for patriotic off-duty activities of a public service nature; accomplishments are not related to the employee's official position.

Civilian Award for Humanitarian Service

Military Equivalent: None

Approval Authority: Commanding General, TRADOC

Award consists of a medal, lapel pin and certificate.

This award is for individuals who have distinguished themselves by meritorious direct "hands on" participation in a significant act, deed, or achievement of a humanitarian nature.

AWARDS COMPARISON CHART		
<u>MILITARY</u>	<u>CIVILIAN EMPLOYEES</u>	NONEMPLOYEES (<u>PUBLIC SERVICE AWARDS</u>)
Distinguished Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of Army must approve</i>	Decoration for Exceptional Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>	Secretary of the Army Public Service Award <i>Certificate, Silver Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>
Legion of Merit <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTG and above approve</i>	Meritorious Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commander must approve</i>	Outstanding Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commanders (has been delegated to CG, USAARMC)</i>
Meritorious Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above</i>	Superior Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above or civilian equivalent (GS16)</i>	NO EQUIVALENT AWARD (use next higher or lower)
Army Commendation Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above</i>	Commanders Award for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above or civilian equivalent (GS15)</i>	Commanders Award for Public Service <i>Certificate, Bronze Medal and Lapel Pin</i> <i>Commanders COL and above</i>
Army Achievement Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above</i>	Achievement Medal for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above or civilian equivalent (GS13)</i>	NO EQUIVALENT AWARD (use next higher or lower)
NO EQUIVALENT AWARD	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>
Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Appreciation <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>